



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# UNEMPLOYMENT INSURANCE

Please see below for information on the requirements and how to file a claim for Unemployment Insurance

## Have you recently:

- ⇒ Become Completely or Partially Unemployed
- ⇒ Unemployed Through No Fault of Your Own

## Are you:

- ⇒ Physically Able to Work
- ⇒ Available for Work
- ⇒ Ready and Willing to Accept Work Immediately
- ⇒ Actively Looking for Work

## Then you may be able to file an Unemployment Insurance Claim

### Information you will need

Personal information including your:

- Social Security Number
- Name (including married or maiden names), mailing address, and telephone number
- Driver's license or ID card number
- Alien registration number and expiration date, *if a non-citizen*
- DD Form 214 *if you served in the military in the last 18 months*

Information from your *last* employer (the business or company you last physically worked for or could still be working for part-time):

- Name of Company as it appears on your pay check stub or W-2 form (This could be a payroll agency or staffing agency)
- Complete mailing address including zip code and physical location
- Company's phone number and supervisor's name
- The reason for working reduced hours or no longer working with the employer

Information from ALL employers in the last 18 months:

- Name of ALL employers as they appear on your pay check stub or W-2 form
- Period of employment (start date and end date)
- Wages earned and how you were paid (hourly, weekly, monthly)

## How to File a Claim:

- ⇒ Online: Visit [here](#) for more information  
Create a Benefit Programs Online Account [Here](#)
- ⇒ By Phone: Monday—Friday 8 a.m. to 12 noon (Pacific Time) except on State Holidays  
English 1-800-300-5616  
Spanish 1-800-326-8937  
Cantonese 1-800-547-3506  
Mandarin 1-866-303-0706  
Vietnamese 1-800-547-2058  
TTY 1-800-815-9387
- ⇒ Fax or Mail:

Select one of the following UI applications that best describes your employment. If you have been affected by a disaster, complete the disaster section of the UI application.

Worked in CA [English](#) | [Spanish](#)

Worked in CA and Another State [English](#) | [Spanish](#)

Served in the Military [English](#) | [Spanish](#)

Worked for the Federal Government [English](#) | [Spanish](#)

## What to Expect After You File:

- ◇ Receive and read through mail sent by EDD and complete any other requests
- ◇ [Register for CalJOBS](#) and create an online resume [How to Register for CalJOBS and Post a Resume \(YouTube\)](#) for more information.
- ◇ Certify benefits with [UI Online](#) or [UI Online Mobile](#)
- ◇ Receive your [EDD Debit Card<sup>SM</sup>](#) by mail after your first payment has been issued
- ◇ A phone interview, if EDD has any questions about your eligibility

## Resources:

[How to Apply for UI Benefits \(File a Claim\) \(YouTube\)](#) [English](#) | [Spanish](#) | [Cantonese](#) | [Vietnamese](#) | [Mandarin](#)

[UI Benefit Calculator](#): Estimate your weekly benefit amount.  
[After You File](#): Provides information about what to expect after you have filed your UI claim.

[FAQs – UI Program](#): Frequently asked questions about the UI Program.

[FAQs – Eligibility Requirements](#): Frequently asked questions about the UI eligibility requirements.

[Contact UI](#): Still need help? Contact EDD online, by phone or by mail.